

# CEA



## CAREER EXECUTIVE ASSIGNMENT

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### EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	CHIEF, DIVISION OF INFRASTRUCTURE (INFORMATION TECHNOLOGY)
LEVEL	CEA 3 (Salary Range \$8594-9476)
FINAL FILING DATE	SEPTEMBER 7, 2010

### DUTIES/RESPONSIBILITIES

Under the general direction of the Chief Information Officer (CIO), the incumbent is responsible for developing and implementing departmental policy related to the Department's current and future infrastructure operations statewide including establishing policy standards related to hardware, software and telecommunications. The incumbent will manage a highly technical function that has a direct effect on the Department's ability to deliver its program and services. Responsibilities include:

- Serves as key advisor to the Directorate for policy decisions affecting the Department's computing infrastructure including: desktop hardware & software standards; communications networks; internet standards; equipment acquisition, installation and maintenance and statewide technology Infrastructure facilities.
- Develops strategic planning policy for information systems infrastructure statewide.

- Works with headquarters programs, districts and external agencies to provide functional guidance to Department staff working on infrastructure projects and programs.
- Develops and implements program action plans and budgets to support the Department's strategic goals and objectives.
- Represents the Department with the Office of the CIO/Office of Technology Services; Legislative Analyst Office and the Department of General Services on department infrastructure and telecommunications matters.
- Establishes and maintains Department policies related to computing infrastructure required to meet current and future Department business needs. Additionally, develops policies, standards and best use business practices for networking, operations, systems, office automation and computer facilities.
- Organizes the work and staff of the infrastructure program. Establishes management control systems and performance targets.
- Develops goals and objectives, performance measures, cost allocation, charge-back practices and customer service agreements and standards related to the acquisition and operation of the department's computing infrastructure.
- Advises and/or acts for the CIO on infrastructure matters and responds to inquiries from legislators, public agencies and the private sector.

#### MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

#### DESIRABLE QUALIFICATIONS

Experience in positions at the Data Processing Manager III level or higher which developed the following qualifications:

- Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgement in managing complex problems.
- Knowledge of principles and practices of organization, fiscal and human resource management, the legislative process, and the Department's equal employment opportunity program.
- Extensive knowledge of information technology and trends as it applies to serving the Department's IT needs.
- A broad and comprehensive knowledge of the Department's programs and experience that demonstrates the ability to manage a complex statewide program.

- Knowledge of the development of and knowledge in operating transportation facilities.
- Familiarity with federal and state information technology project acquisition and implementation requirements and guidelines.
- Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in advanced infrastructure matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrate ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Demonstrated ability to provide new perspectives and/or develop and implement new initiatives.
- Excellent oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles

### EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

### SCREENING CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the screening are:

- Education
  - List degrees obtained and dates received.
  - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
  - List state and federal resource agencies.
  - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Data Processing Manager III.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives,

corporate executives, legislative members and staff, the media, general public and professional groups).

- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives.

## FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original state application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the screening criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation  
Office of Personnel Operations, ATTN: Patti Oshita, MS 90  
Farmers Market III, 6<sup>th</sup> Floor, P.O. Box 168037  
Sacramento, CA 95816-8037

Or via e-mail: [Patti\\_Oshita@dot.ca.gov](mailto:Patti_Oshita@dot.ca.gov)

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on September 7, 2010. Interagency mail received after this date will not be accepted.

**Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.**

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.